

**WEST BRADFORD TOWNSHIP  
BOARD OF SUPERVISORS  
ORGANIZATION-BUSINESS MEETING  
JANUARY 2, 2024**

**BOARD OF SUPERVISORS**

Jack M. Hines, Jr., Chairman  
Kevin Houghton, Vice-Chairman  
Laurie Abele, Member

**TOWNSHIP PERSONNEL**

Justin Yaich, Township Manager  
Pam Henrichon, Administrative Assistant

**CALL TO ORDER**

Mrs. Abele called the meeting to order at 6:00 p.m.

Mrs. Abele announced that an executive session was held from 5:00 p.m. to 5:45 p.m. to discuss litigation and personnel.

**PUBLIC COMMENT**

Mrs. Abele opened the floor to public comment.  
No public comment.

**REORGANIZATION - 2024**

Chairman – Board of Supervisors

Mrs. Abele motioned to appoint Mr. Hines as Chairman of the Board of Supervisors, second by Mr. Houghton. Motion carried 3-0.

Vice-Chairman – Board of Supervisors

Mr. Hines motioned to appoint Mr. Houghton as Vice-Chairman of the Board of Supervisors, second by Mrs. Abele. Motion carried 3-0.

Township Manager

Mr. Houghton motioned to appoint Justin Yaich as the Township Manager to serve at the pleasure of the Board, second by Mrs. Abele. Motion carried 3-0.

Mr. Hines motioned to appoint and set the following:

- a. **SECRETARY-TREASURER** – Justin Yaich, to serve at the pleasure of the Board, and to require a bond in the amount of \$2,000,000.
- b. **FINANCE DIRECTOR AND ASSISTANT TOWNSHIP TREASURER** – Lisa Valaitis, to serve at the pleasure of the Board, and to require a bond in the amount of \$1,000,000.
- c. **ZONING OFFICER** – Joseph Antonelli, to serve at the pleasure of the Board.
- d. **CODES DIRECTOR & ASSISTANT ZONING OFFICER** – Christian Adamek, to serve at the pleasure of the Board.
- e. **BUILDING CODE OFFICIAL** – Christian Adamek, to serve at the pleasure of the Board.

- f. **CODE ENFORCEMENT OFFICER AND JUNKYARD INSPECTOR** – Christian Adamek, to serve at the pleasure of the Board.
- g. **FIRE MARSHAL** – Designate Chester County as West Bradford Township Fire Marshal.
- h. **EMERGENCY MANAGEMENT COORDINATOR** – Michael J. Simmons, for the year 2024.
- i. **VOTING DELEGATE TO THE 2024 ANNUAL CONVENTION OF THE STATE ASSOCIATION OF TOWNSHIP SUPERVISORS** – Jack M. Hines, Jr., for the year 2024.
- j. **VOTING DELEGATE TO THE ACT 32 TAX COLLECTION COMMITTEE** – Justin Yaich, for a one-year term to expire on December 31, 2024.
- k. **ALTERNATE VOTING DELEGATE TO THE ACT 32 TAX COLLECTION COMMITTEE** – Jack M. Hines, Jr., for a one-year term to expire on December 31, 2024.
- l. **REPRESENTATIVE TO THE BRANDYWINE CREEK GREENWAY AND THE CHESTER VALLEY TRAIL EXTENSION STUDY** – Michael J. Simmons, for the year 2024.
- m. **REPRESENTATIVE TO THE DOWNINGTOWN AREA RECREATION CONSORTIUM** – Michael J. Simmons, for the year 2024.
- n. **REPRESENTATIVE TO THE DOWNINGTOWN LIBRARY** – Jack M. Hines, Jr., for a three-year term to expire on December 31, 2026.
- o. **TOWNSHIP SOLICITOR** – Buckley, Brion, McGuire & Morris, LLP, at a rate of \$215.00 per hour.
- p. **TOWNSHIP ENGINEER** – J.M.R. Engineering, LLC, per the fee schedule on file at the Township Building.
- q. **TOWNSHIP SANITARY SEWAGE ENGINEER** – Carroll Engineering Corporation, per the fee schedule on file at the Township Building.
- r. **TOWNSHIP TRAFFIC ENGINEER** – Albert Federico Consulting, LLC, per the fee schedule on file at the Township Building.
- s. **TOWNSHIP LAND PLANNER** – Thomas Comitta Associates, Inc., per the fee schedule on file at the Township Building.
- t. **THIRD PARTY INSPECTION AGENCY** – Keystone Municipal Services, Inc., per the fee schedule on file at the Township Building.

- u. **TND-2 DESIGN REVIEW COMMITTEE** – Reappoint the following members to a one-year term to expire on December 31, 2024: William Cook – Architect, Mark Slouf – Planning Commission Representative, Kevin Houghton – Board of Supervisors Representative, Martin Roach – Historical Commission Representative.
- v. **CPA FIRM TO CONDUCT FY 2023 AUDIT** – BBD, LLP, pursuant to the Auditing Services Agreement dated September 8, 2023.
- w. **MEMBERS TO THE HISTORICAL COMMISSION** – Matthew Downs and Ed Mackel, each for a three-year term to expire on December 31, 2026. There is one vacancy for an ex-officio post to expire December 31, 2024.
- x. **MEMBERS TO THE LAND PRESERVATION & SUSTAINABILITY COMMITTEE** – Abbie Kessler, Lyle Frederick, and Marsha Hodge, each for a three-year term to expire on December 31, 2026.
- y. **MEMBERS TO THE PLANNING COMMISSION** – Appointments to the Planning Commission will be done in February. Members whose term expired on December 31, 2023, shall continue to serve until they are reappointed, or their successor is chosen.
- z. **MEMBERS TO THE RECREATION COMMISSION** – Melissa Keiser, for a four-year term to expire on December 31, 2027. There is one vacancy for an ex-officio post to expire on December 31, 2024.
- aa. **MEMBERS TO THE EMERGENCY SERVICES BOARD** – Peter Supplee (Fire Company), Michael J. Simmons (Township), and Dennis Dougherty (Community), each for a four-year term to expire on December 31, 2027. There is one vacancy for a fire company representative to expire on December 31, 2024.
- bb. **MEMBERS TO THE WESTERN CHESTER COUNTY REGIONAL U.C.C. BOARD OF APPEALS** – Christian Adamek, for a five-year term to expire on December 31, 2028.
- cc. **MEMBERS TO THE ZONING HEARING BOARD** – Robert Bartilomo, for a three-year term to expire on December 31, 2026. Jack Mohler and Dominic DiAngelus, each for a three-year term to expire on December 31, 2026.
- dd. **CHAIRMAN TO THE VACANCY BOARD** – John A. Haiko, for a one-year term to expire on December 31, 2024.
- ee. **TOWNSHIP DEPOSITORY** – TD Bank, Pennsylvania Local Government Trust Fund.
- ff. **NEWSPAPER OF RECORD** – Daily Local News.
- gg. **ESTABLISHMENT OF 2024 BOARD MEETING SCHEDULE**
  - 7:00 PM on the second Tuesday of each month.
  - 7:00 PM on the fourth Tuesday of each month, as may be necessary.
  - Work Sessions to be held before and/or after above meetings, as needed.
- hh. **2024 MILEAGE REIMBURSEMENT** – Set the mileage rate at \$0.67 cents per mile, consistent with the IRS standard mileage rate for 2024.

## **MINUTES – DECEMBER 12, 2023**

Mr. Houghton motioned to approve the December 12, 2023, Meeting Minutes as presented, second by Mrs. Abele. Motion carried 3-0.

## **TREASURER'S REPORT**

Mr. Yaich noted that the report would be sent out next week since the Reorganization meeting is one week early. The Board will act on that report at their February meeting.

## **DEPARTMENT OF BUILDING SAFETY REPORT**

Mr. Yaich presented the report on the Building and Safety Department; a copy of this report is on file at the Township building.

## **PUBLIC WORKS DEPARTMENT REPORT**

Mr. Yaich presented the report on the Public Works Department that covered street, refuse, sewer, and parks; a copy of this report is on file at the Township building.

## **FIRE COMPANY REPORT**

Mr. Yaich presented the report on the Fire Company for the month; a copy of this report is on file at the Township Building.

## **STATE POLICE REPORT**

Mr. Yaich presented the report for the State Police for December 2023; a copy of this report is on file at the Township building.

## **BUSINESS**

### **Resolution 24-01 – Emergency Services Response Area**

Mr. Houghton motioned to adopt Resolution 24-01 establishing the Emergency Services Response area for 2024, second by Mrs. Abele. Motion carried 3-0.

### **Resolution 24-02 –Operational Support Activities at West Bradford Fire Department**

Mrs. Abele motioned to adopt Resolution 24-02 approving operational support activities for participating members of the West Bradford Township Fire Department, second by Mr. Houghton. Motion carried 3-0.

### **Supplemental Bill Run**

Mr. Houghton motioned to authorize a supplemental bill run in January to be ratified at the February 13, 2024, Board meeting, second by Mrs. Abele. Motion carried 3-0.

### **Reliant Valuations – Appraisal for 1818 Hecker Drive**

Mrs. Abele motioned to ratify the Township's acceptance of the appraisal for 1818 Hecker Drive provided by Reliant Valuations dated November 24, 2023, second by Mr. Houghton. Motion carried 3-0.

## **SUBDIVISIONS**

There were no subdivisions.

## **NOTICES**

Mr. Hines gave the following notices:

- The Board of Auditors will meet on Wednesday, January 3, 2024, at 5:30 p.m.
- The Land Preservation Committee will meet on Monday, January 8, 2024, at 7:00 p.m.
- The Board of Supervisors meetings scheduled for Tuesday, January 9 and 23, 2024 are cancelled.
- The Recreation Commission will meet on Monday, January 15, 2024, at 6:30 p.m.
- The Planning Commission will meet on Tuesday, January 16, 2024, at 7:00 p.m.
- The Historical Commission will meet on Thursday, January 18, 2024, at 7:30 p.m.

There being no additional business, at 6:21 p.m. Mrs. Abele motioned to adjourn the meeting, second by Mr. Houghton. Motion carried 3-0.

Respectfully submitted,

Justin V. Yaich  
Township Secretary